

Subject: Parking Policy—Employee Parking Permit	Number: 7-1
	Date Issued/Revised: December 1, 1998
Responsible Department: Public Works	Approved:

Purpose

To establish a uniform policy and procedure concerning employee parking in City employee parking lots near the old and new City Halls. A listing of City employee parking lots covered by this policy is included at the end of this order.

Policy

To obtain a parking permit:

1. An employee must have his/her permanent work site in the immediate Civic Center area.
2. An employee must request a parking permit in writing by filling out the form provided by the Traffic Engineering Division.
3. At the time the request is made, if stalls are not available, the name of the employee will be placed on a waiting list, which determines the priority for the next available parking stall.

Procedures

1. Permits

A qualified employee will receive one parking permit decal, which shall be permanently affixed to his/her vehicle. When parking in the appropriate employee parking lot, the permit shall be displayed so that it is visible from the center of the parking aisle. The permit will be numbered and identified by lot and vehicle license number. In the event a permit is lost or stolen, an employee may purchase a replacement permit from the Traffic Engineering Division. In the event a temporary replacement is required, one-day permits are also available.

For those employees who frequently must drive a second vehicle, other than their primary vehicle, a pair of distinctively numbered permits may be issued with the respective license plate numbers of each vehicle. There is a one-time charge of \$25, payable upon application at the Traffic Engineer's office, for this privilege.

2. Fees and Charges

City employees will pay a monthly rental fee when granted an employee parking permit. Method of payment will be a payroll deduction from the employee's regular paycheck. Persons under contract with the City who are not paid through the City's payroll system are eligible for parking permits and must pay the monthly fee directly to the Traffic Engineering Division. All parking permit fees will be established by the City Council, provided, however, that the effective date of any new monthly fee shall be the first of the month following Council action.

3. Priority List

A priority list will be maintained by the Traffic Engineering Division. It shall be established on a first-come, first-served basis. When an employee parking permit becomes available, it will be offered to the person heading the priority list. If the number of permits available exceeds the number on the priority list, permits may be offered to employees of other agencies or businesses in the Civic Center area.

4. Non-transferability

A parking permit provides an employee the privilege of parking only that vehicle that is used to transport the permit holder to his/her work location. This privilege may not be transferred to any other person unless involved in a car pool. Car pooling exists when more than one vehicle is used to transport more than one employee to his/her work location. The Traffic Engineering Division must be notified of any car pool arrangements.

5. Relinquishment of Employee Parking Permit

Any employee required to relinquish his/her parking permit due to transfer, promotion, etc., and not due to resignation or retirement from City service or because of non-eligibility or loss of parking privilege, shall turn the permit into the Traffic Engineering Division and fill out the appropriate form to discontinue the payroll parking deduction.

The records in the Traffic Engineering Division will reflect that the original permit holder has the right to reclaim a parking permit; however, they may only claim the next available permit.

Any available relinquished permits will be offered by the Traffic Engineering Division to those employees on the priority list, and will be issued upon completion of the processing of a parking deduction payroll change notice.

6. Relocation of Permittees

- a. The Public Works Director reserves the right to relocate permittees from one lot to another lot, but will do so only with due cause and will attempt to do so on the basis of seniority on the priority list.
- b. By mutual agreement of the employees, and with notification to the Traffic Engineering Division, employees may trade parking lot assignments.

7. Non-eligibility

City employees assigned a City vehicle on a permanent or overnight basis are not eligible for employee parking permits. City employees who are authorized to use their own vehicles on City business and are provided with an "Official Vehicle" parking permit are not eligible for employee parking permits.

8. Display of Parking Permits

Vehicles without valid, properly displayed parking permits are subject to citation under Section 10-1014 of the Fresno Municipal Code, or to payment of a penalty fee in the amount established in the Master Fee Schedule.

9. Loss of Parking Privilege

Any employee not abiding by these procedures or any parking regulations established by the Chief Administrative Officer may, upon the recommendation of the Public Works Director and with approval of the Chief Administrative Officer, lose all employee parking privileges.

10. Employee Parking Lots

- a. "T" Lot: North side of Tulare between "N" and "O" Streets.
- b. "A" Lot: Behind the Memorial Auditorium and along the south side of Merced between "N" and "O" Streets.
- c. "W" Lot: Around the Water Tower on the southeast corner of Fresno and "O" Streets.
- d. "C" Lot: West of the Federal metered lot, west of "O" Street between Fresno and Mariposa Streets.
- e. "Q" Lot: New City Hall satellite parking lot at the northeast corner of "Q" Street and Tulare.
- f. "N" Lot: East side of "N" Street between Fresno and Mariposa. (A portion of this lot will be made available for employee parking after New City Hall opens.)

Subject: Parking Policy–City Parking Facilities	Number: 7-2
	Date Issued/Revised: December 1, 1998
Responsible Department: Public Works	Approved:

Purpose

To establish a uniform policy regarding City employees parking in City-owned, privately operated parking garages and lots, the Convention Center lot and Conference Center Garage, and on the street.

Policy

No vehicle operated by a City employee is exempt from restrictions imposed by a 24-minute time zone, 24- or 30-minute meters, passenger loading zone, commercial loading zone, handicap zone, or other restrictive curb controls, except that vehicles with an exempt (“E”) license plate may park without restriction in such spaces if actually working at the site of the restriction. Parking enforcement personnel may park scooters in “No Parking” zones for short periods while enforcing in the immediate vicinity. Other City vehicles with exempt plates may park in “No Parking” zones only when the work site requires it or in an emergency.

All City employees are subject to the standard parking fees when parking at meters or utilizing the City-owned, privately operated off-street parking facilities in the downtown area and the Convention Center facilities, except as follows:

1. Only vehicles with an “E” license plate or an Official Vehicle Permit are exempt from paying for parking at meters on the street or on off-street parking lots, and are permitted to park indefinitely in on- or off-street 1-, 2-, 3- or 10-hour zones when on City business away from their normal parking area.
2. No official vehicle will be charged a parking fee in the Convention Center facilities or at City-owned, privately operated garages and lots when on City business; i.e., marked or unmarked City vehicles, and vehicles displaying “Official Vehicle Permits.”
3. A properly identified police officer parking his private car when the officer is required to appear in court during off-duty hours. Also, a properly identified, on-duty officer performing undercover work in an unmarked or unusual vehicle.
4. Traffic Engineering Division employees parking their private vehicles when used for official business, such as a call-out during off-duty hours.
5. When an employee has obtained a standard monthly permit for the facility in which he has parked his/her vehicle.

Subject: Official Vehicle Permit Program	Number: 7-3
	Date Issued/Revised: December 1, 1998
Responsible Department: Public Works	Approved:

Purpose

To establish a uniform policy and procedure to determine the method to be used to issue Official Vehicle Permits to City of Fresno employees and/or members of boards and commissions when using the designated stalls in the new City Hall, old City Hall/Police Department, and "N" Street and Auditorium parking lots.

Policy

Official Vehicle Permits may be issued to employees assigned in the Civic Center area, employees visiting the Civic Center area, members of the City Council, department directors, and members of boards and commissions.

Criteria for Determining Eligibility for Official Vehicle Permits

1. Employees assigned in the Civic Center area using personal vehicles for official business and compensated pursuant to Administrative Order 2-2, categories 1, 2 and 3 (excluding category 4).
2. All department directors.
3. All members of the City Council.
4. All members of boards and commissions with meetings scheduled in the Civic Center area during normal working hours.
5. Employees from outside the Civic Center area who, in the conduct of official City business, may be required to visit City Hall occasionally and who are recommended for a permit by their department director.

All employees in criteria numbers 1, 2, and 5 above are **required** to obtain Official Vehicle Permits and to park in designated areas at the new City Hall, old City Hall, and Police Department Headquarters.

Procedures

Department directors will authorize, in writing to the City Traffic Engineer, employees in their departments who qualify for official vehicle permits pursuant to the criteria in this Administrative Order.

The City Manager's Office will authorize Official Vehicle Permits for members of the City Council. Departments assigned to staff the boards and commissions will make recommendations for Official Vehicle Permits for their respective boards and commission members.

Employees assigned to the Civic Center area, who hold Official Vehicle Permits, will pay a monthly rental fee, effective September 1, 1991. Method of payment will be a payroll deduction from the employee's regular paycheck; a Payroll Deduction form and Official Vehicle Permit application must be completed in order for the City Traffic Engineer to issue or reissue a valid permit. The fee will be established by the City Council through the Master Fee Resolution. Boards and commission members, and employees from outside areas who visit Civic Center offices occasionally (except department directors), are exempt from the fee. The fee has been established to help pay the costs of the Civic Center Parking Program, including administration, maintenance, enforcement and security.

Official Vehicle Permit holders shall park in designated areas at the new City Hall, old City Hall, and designated portions of the "N" Street lot and the Auditorium lot. Vehicles without valid, properly displayed permits are subject to citation under Section 10-1014 of the Fresno Municipal Code, or to payment of a penalty fee in the amount established in the Master Fee Schedule. If no official vehicle stall is available, a permit holder may park in a metered space, on-street or off-street.